

**Subject:** One Section of the FM300 Funds Management Course Announced

**Audience:** Finance Directors, Agency Training Coordinators, AST Leads

The SCEIS Training Team is pleased to offer one session of the full-day class, FM300 SCEIS Funds Management on Wednesday, September 10, 2014. This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

**FM300 – Course Information**

**Course ID/Title:** FM300 – SCEIS Funds Management

**Description:** This course enables participants to understand the steps involved in creating/maintaining budgets and funds block/reservations for agencies and enables participants to perform the associated transactions. This course covers the budget processes and earmarked funds performed at the agency level.

**Target Audience:** Agency Budget Analyst, AGY Budget Mgr, FM Inter-Agency Transfer (Workflow/ECC), FM Funds Reservation Approver Workflow/ECC, Funds Reservation - Create/Change (with Workflow), Funds Reservation - Create/Change (with/out Workflow)

**Pre-requisites:** FI100 - SCEIS Financial Overview

**FM300 – Section 02 – Fall 2014 Details**

**Course Date:** Wednesday, September 10, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

**Course Location:**

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/J83YWG2>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to [training@sceis.sc.gov](mailto:training@sceis.sc.gov).